

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on November 21, 2013 at 5:15 p.m. at the Brown County Central Library, 515 Pine Street, Green Bay, WI

**PRESENT:** KATHY PLETCHER, CARLA BUBOLTZ, DON CARMICHAEL, BOB NIELSEN, CHRISTOPHER WAGNER and TERRY WATERMOLEN

**EXCUSED:** TIM NIXON and VICKY VAN VONDEREN

**ALSO PRESENT:** Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler (staff)

**CALL TO ORDER** President Kathy Pletcher called the meeting to order at 5:18 p.m.

### **CONSENT ITEMS**

**a. Approve/modify agenda** There were no changes to the agenda. **Motion** by C. Buboltz, seconded by D. Carmichael, to approve the agenda. **Motion carried.**

**b. Approval of minutes** **Motion** by T. Watermolen, seconded by C. Buboltz, to approve the October, 2013 minutes. **Motion carried.**

### **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC**

Expression of support of the Denmark Library was received via email. A thank you card received by the Ashwaubenon Branch from a patron who received help with eBooks was shared. Another email was received from a library patron that filed a complaint against the Central Library security guard. Staff is addressing the issue with the security company.

No one was present to address the Board.

### **REPORT FROM MUSEUM-LIBRARY TASKFORCE**

The Task Force met Monday. K. Pletcher reported a draft of the report was given which concludes a cultural campus is conceptually viable but the current site's space would limit each institution to about 60,000 sq. ft. This, combined with economic and political constraints, does not equal a sensible solution. The working committee's view is that the co-location is not the best option for either institution. Preference is given to renovating the Central Library and following through with the approved \$90,000 assessment of the Neville Public Museum. The committee is mindful that it is advisory and the ultimate decision lies with elected officials and county supervisors. T. Nixon has met with the County Executive regarding this. The Task Force has one more scheduled meeting. Their recommendation/report will be presented to the County Executive before the end of the year.

### **APPROVE STRATEGIC PLAN AND PLAYBOOK**

The screencast explaining the formation of the strategic plan was shown. This will serve as the foundation of future presentations. L. Stainbrook and K. Pletcher are scheduled to present this information at the next Ed & Rec committee meeting. The board offered some suggestions to clarify some points. T. Watermolen stressed the importance of getting this to the County Board. A condensed, final version could be added to the library's web site. **Motion** by D. Carmichael, seconded by C. Buboltz, to approve the Strategic Plan and Playbook. **Motion carried.**

### **LIBRARY BUSINESS**

**a. Information Services Report** The replacement computers are all installed. L. Stainbrook talked with Kevin Raye (BCTS) about setting a meeting to discuss issues and timelines. The MFPs (multi-function printers) are disastrous. Staff can't print to them since they are on a different network so two printers are still needed. The MFPs are leased.

**b. Financial Manager's report, bills and donations** Financial reports for October, 2013 were presented. L. Denault reported that she compared estimates and when netted out, are about the same as they were at budget time. Some have a high variance due to unknowns such as BCTS chargebacks and casual payouts. In the past the county has funded a portion of casual payouts but it is not known if that will be the case and retirements are no longer paid out by the county. This is a major concern since no additional monies were budgeted for these types of payouts. C. Buboltz commented that the Board needs to plan for the bigger picture. T. Watermolen asked about BCTS chargebacks. L. Denault explained that the library budgets an amount but actual costs are what we are billed. It is very difficult to estimate because it varies so much. There is renewed interest among the Board in outsourcing some IT services which, in turn, would reduce the work of BCTS. It was noted that BCTS is concerned with security and would most likely disapprove of outsourcing. About \$700,000 is the library's budgeted amount for BCTS services. It was suggested that even taking 10% of that budget and applying it to outsourced services could be beneficial to the library. More information will be collected and a goal to figure out the details of how the library is being charged back from BCTS was set. **Motion** by C. Buboltz, seconded by C. Wagner, to approve the October, 2013 financial statements and Gifts, Grants and Donations as follows:

**Brown County Library  
Gifts, Grants & Donations Report  
October 2013**

**Gifts & Donations**

10/03/13	Central Donation Box (various donors)	20.75	Children's Garden
10/03/13	Edvest College Savings Plan	500.00	Children's Garden
10/10/13	Mary Johnson	500.00	Children's Garden
10/10/13	Focus on Energy	14,125.33	Lighting Project
10/24/13	Scott & Maria Hanstedt	50.00	East Children's Programming
10/24/13	FBCL/Wrightstown Area Library Committee	2,578.15	Wri. Operating Expenses
10/24/13	Friends of Brown County Library	7,350.00	Continuing Education
10/24/13	Branch Buddies of Brown County Library	629.23	Program Expenses
10/31/13	Wochinske Family Foundation	2,500.00	Children's Garden
10/31/13	Wochinske Family Foundation	2,500.00	Teen Programming
10/31/13	Friends of Brown County Library	121.01	Local History Event
10/31/13	Friends of Brown County Library	55.60	Continuing Education
10/31/13	Central Donation Box (various donors)	12.75	Children's Garden
10/01/13	Ashwaubenon	26.02	Donation Box
10/01/13	Bookmobile	1.25	Donation Box
10/01/13	East	29.24	Donation Box
10/01/13	Weyers/Hilliard	63.34	Donation Box
10/01/13	Central Circulation		Donation Box
10/01/13	Kress	44.22	Donation Box
10/01/13	Pulaski	7.75	Donation Box
10/01/13	Southwest	13.50	Donation Box
10/01/13	Wrightstown	22.99	Donation Box
	<b>Total Donations</b>	<b>\$ 31,151.13</b>	

**Federal & State Grants**

10/31/2013	Nicolet Federated Library System	\$ 336.66	Technology Grant
10/31/2013	Nicolet Federated Library System	335.17	Collection Development
	<b>Total Grants</b>	<b>\$ 671.83</b>	

**Motion carried.**

c. **2014 Budget** The budget was presented to Ed. & Rec. who supported it as submitted. The committee did not support the addition of a Security Coordinator. While they supported the need for an additional Children's Librarian, they did not fund it.

d. **Approve 2014 Library Closing Schedule** The idea of furloughing all staff, including advantages and disadvantages, for one day was discussed. **Motion** by C. Buboltz, seconded by T. Watermolen to approve the 2014 Library Closing Schedule. **Motion carried.**

e. **Facilities Report**

**1. Weyers-Hilliard Branch Parking Lot** A feasibility study for drive-up window was conducted by Boldt and the options were presented. The purpose of a drive-up window is all about service - check out, check in, fines and fee payment and almost everything else except library card registration. This would be a service enhancement. Three options were presented and the preferred plan would cost an estimated \$83,000. Funding options might include county funding, a request to the Friends of the Library, other fundraising, or even a 50/50 split with the county. C. Wagner asked if the public is requesting this. L. Stainbrook replied that patrons have not made an appeal for this service but she believes it would benefit them particularly in inclement weather.

Additionally, Weyers-Hilliard has some parking lot issues. It doesn't drain properly and is settling poorly. The library received a quote for lot repair of \$120,000. To do both the drive-up window and repair the parking would bring the total cost to ~\$200,000. It

would make sense to do both at the same time. C. Beyler thinks the parking lot condition is a result of problems that occurred during installation. It is uneven and water pools. In winter, the pooled water freezes and more damage occurs. C. Wagner favors presenting this to Ed & Rec. for informational purposes.

**2. Ashwaubenon Branch Roof** L. Stainbrook distributed the plan for the Ashwaubenon roof modification. Two years ago, the Friends of BCL funded \$10,000 for an architect to design a plan with a cost estimate. The biggest aspect is the roof line. The branch also has very few windows. Three options were presented. No money is budgeted for this project. L. Stainbrook suggested that be presented to Ed & Rec and County Board for inclusion in the 2015 capital projects. **Motion** by D. Carmichael, seconded by C. Buboltz, to begin the process to request funding for a modified roof \$386,198 (option 1) in the 2015 capital projects budget. C. Wagner suggested including the Weyers-Hilliard project with this request. L. Stainbrook suggested that bundling projects could satisfy numerous county supervisors. K. Pletcher is concerned about priorities. It might be useful to seek advice from county supervisors one-on-one. T. Watermolen cautioned not to derail the Central Library project.

**3. Progress Report on Cellcom Children's Vegetable Garden** A rejection letter was received from the Greater Green Bay Foundation grant but after a conversation with Martha Ahrendt an application was made for a Schreiber Community grant. It was also suggested that application be made to other local foundations. At present, there is enough money to accomplish what needs to be done this fall. The Eagle Scout has submitted his proposal for scout board approval.

**4. Update on Various Projects** 2016 looks to be a good year to have building assessments done again. A lot of progress has been made in the last four years. There may be some small projects encompassing all locations that could be bundled. Various projects will carry over, Public Works will be responsible for some, and it is unknown who will complete others. Certain projects have started and are part of the 2014 budget.

Regarding the Cellcom Children's Edible Garden, C. Beyler reported that the Central Library flag pole was moved; trees that were part of the plaza were removed; and gravel was laid. Materials for the fence will be delivered and the fence should be installed by the holidays. Water and electricity may be postponed. C. Beyler also reported that the Check Out bubble light was installed at Central. Modification of one elevator is complete. The second is underway and will be finished in a few more weeks. Improvements to the service elevator will be addressed following the completion of the second public elevator. It will have new controls, doors and door operators installed. Ashwaubenon's permeable parking lot has been postponed until spring. The water heater cracked at Kress and a higher efficiency hybrid is being considered. This type of model would have a payback of 2 years vs. 3.6 years.

## **NICOLET FEDERATED LIBRARY SYSTEM**

### **a. Monthly update**

No meeting.

## **OLD BUSINESS**

**a. AB288 update** AB388 was pulled before it reached the Assembly floor. The Assembly is not currently in session so action is not likely until January. A companion bill, Senate SB397, has been referred to the Economic Development committee.

## **PERSONNEL**

**a. Approve Search and Salary for Operations Manager** Information on a search firm was distributed. Lynn Elam of Lynn Elam Consulting had worked with Miriam Pollack who was the consultant from the firm that recruited Lynn Hoffman. D. Carmichael asked if a search firm was really necessary. L. Stainbrook replied that recruiting is an incredible amount of work. The Friends of the Brown County Library have approved funding for a firm to conduct a professional search to find appropriate candidates. **Motion** by D. Carmichael, seconded by C. Buboltz, to accept the donation from the Friends for funding the costs of search firm and to approve the search firm of Lynn Elam Consulting. B. Nielsen asked how do you sell the job? L. Hoffman reflected on her experience stating that she was selling herself as a candidate and Miriam (Pollack) was selling the job accurately. She felt she knew what the position entailed and what the expectations were. L. Stainbrook briefly reviewed what occurred once there were candidates for the Operations Manager position – each candidate visited for a day and met with various groups of staff, and had dinner with the Library Board President and Library Director. Separate interviews with direct reports and members of the Library Board took place as well as a less formal 'meet and greet' with the Friends and other staff. A final interview took place with the Library Director. This time, an additional interview with the work rules committee is being considered. The consultant will present a portfolio for each candidate.

### **Motion carried.**

The Operations Manager's current salary is \$64,804. A chart of comparable positions and salaries were presented. D. Carmichael asked about the 1% increase. There is an \$8000 savings from open positions which would cover an increase and the 1% allocation. T. Watermolen would like to hear a recommendation on salary from Lynn Elam. If this is a step-up position then this salary might be satisfactory as is. L. Stainbrook already talked to Lynn Elam and was told she would look at it. The job could be posted without a salary. C. Buboltz asked what the process would be for internal candidates. L. Stainbrook doesn't think there are any but if there are, they can apply to Lynn Elam as well. Operations Manager is not a library title and may hurt recruitment. It was suggested to rename the position to Deputy Director or Assistant Director.

The Board was open to a higher wage but the current salary could be sufficient. L. Stainbrook will consult with Lynn Elam about the need to advertise the salary or not and bring her suggestion for a salary back to Library Board.

**b. Approve Revised Personnel Administration Policy** This policy is still being worked on and no action was taken.

**c. Approve Layoff Policy Motion** by T. Watermolen, seconded by C. Wagner, to approve the Layoff section of the Personnel Administration Policy. **Motion carried.**

#### **PRESIDENT'S REPORT**

No report.

#### **DIRECTOR'S REPORT**

A report and recommendation is being worked on regarding the Bookmobile. A draft report is requested by December meeting. A letter of thanks to Arketype will be sent on behalf of the Library Board for the 125 year commemorative logo. Photos of the puppets funded by the Growing WI Readers mini-grant at the Wrightstown Branch were shared. The Friends were pleased with the reports from staff about their experience at the WI Library Association conference.

**CLOSED SESSION** Not needed.

#### **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

A December meeting will be determined and the board will be informed ahead of time.

#### **MEETING SUMMARY/NEXT MEETING PLANNING**

#### **ADJOURNMENT**

**Motion** by T. Watermolen, seconded by C. Wagner, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:40 p.m.

#### **NEXT REGULAR MEETING**

**December 19, 2013**

**Central Library**

**515 Pine Street, downtown Green Bay**

**5:15 p.m.**

Respectfully submitted,  
Dr. Christopher Wagner, Library Board Secretary  
Sue Lagerman, Recording Secretary